INTERCOLLEGIATE BROADCASTING SYSTEM

Program Department
Radio - Recording Center
134 Cabell Hall
University of Virginia
Charlottesville, Virginia 22903

28 September 1966

Mr. Louis F. Strong
Assistant Station Manager
Radio Station W S U A
State University of New York
Brubacher Hall
750 State Street
Albany, New York

Dear Mr. Strong:

Thank you for your letter of September 21, forwarded to this office by Tom McCloud. Your Jazz Anthology series sounds most interesting, and judging from the reception given to IBS Jazz-oriented series in past years, would be most popular with our stations. Before making any final decision on accepting the series for Spring distribution, we would like to hear an audition tape. As the deadline for printing the spring program brochure is quite close (October 9), we would appreciate receipt of the tape as soon as possible.

Program masters for IBS distribution should conform to the following specifications:

a. Material should be recorded at $7\frac{1}{2}$ ips, full track, on unspliced $1\frac{1}{2}$ mil. acetate tape.

b. An "O" level cue tone should precede each program.

c. In cases where programs are more than 29:30 in duration, no more than thirty minutes of material should be recorded on a single reel.

d. A list of recordings used in each program should accompany each tape for use in the preparation of cue sheets.

e. Tapes should be ready for airing without editing. (We add a system open and close, indicating that the program is tape recorded.) If necessary, we will assist you with editing the programs.

Your master tapes, of course, will be returned within a week of receipt, as will the audition tape.

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I look forward to hearing the program and to working with you. With all best wishes, I am

Yours sincerely,

Rod Collins

Rod Collins
Director of Distribution

RC:bnc

cc: Tom McCloud, IBS, Bethlehem, Pennsylvania

cc: Charles E. Quigley, Vice President, Programs

cc: George F. Eustice, President